

28 May 1993

OPERATIONS STAFF

AIR COMBAT COMMAND

1. Objective. As prescribed in AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume in the Operations Staff work center to include the following sections: Flying/Ground Training, Operations Training, Standardization and Evaluation, Weapons and Tactics, Programming, Operational Plans, and Airspace Management of Air Combat Command (ACC) gained Air National Guard (ANG) flying units.

2. Authority. The 55- and 60-series Air Force and Air National Guard directives contain policy and procedural guidance for Operations Staff work centers. This ANGMS has been developed in accordance with procedures contained in AFR 25-5. This ANGMS is a result of a functional review.

3. Applicability. This ANGMS applies to ACC-gained ANG flying units operating an Operations Staff function in FAC 3100, Operations. This ANGMS does not apply to Replacement Training Units (RTUs), RF-4, F-4G, or F-4E units.

4. Standard Data:

a. **Classification.** Type II.

b. **Approval Date.** 21 February 1992.

c. **Man-Hour Data Source.** Operational Audit (historical record and technical estimate techniques).

d. **Standard Man-Hour Equation.** $Y = 532.0 + 12.67X$.

e. **Workload Factor:**

(1) **Title.** A unit aircrew member authorized.

(2) **Definition.** The total number of aircrew members and supervisory staff with a Flying Position Identifier (FPI) of 1, 2, or 6 authorized in the flying squadron and wing/group.

(3) **Source.** Using AFR 173-13, Table A40-1, compute the authorized aircrew (FPI 1 and 2) for the appropriate weapon system and PAA; add 2 for overhead (FPI 6) in the flying squadron (Operations Officer and Squadron Commander); and add the wing/group overhead authorized in ANGR 60-3. Verify totals with ANGRC/XPMRM before application.

5. Application Instructions:

a. The valid man-hour range of 760.19 to 1678.84 at Attachment 2 and Attachment 3 will not be exceeded.

b. The application instructions are as follows:

(1) Obtain the most current workload factor value as instructed in paragraph 4e.

(2) Substitute this value into the man-hour equation for X.

(3) Solve the standard man-hour equation for total man-hours (Y).

(4) Divide the total man-hours (Y) by the current man-hour availability factor (MAF) to determine total requirements.

(5) Refer to the whole manpower equivalent table to determine the whole manpower requirement.

(6) Refer to AF Form 1113, Standard Manpower Table, for the appropriate type unit, ACC Fighter/Air Defense Units or ACC Reconnaissance Units, find the column in which the number of total requirements falls, then read up the column and across to determine total manpower by AFSC.

6. Statement of Conditions. Normal hours of operation for this work center are 8 hours per day, 5 days per week. There are no approved enhancements which impact the man-hour equation.

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OFFICIAL

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2 Attachments
1. Work Center Description
2. Standard Manpower Tables

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WORK CENTER DISTRIBUTION**Operations Staff****AIR COMBAT COMMAND****DIRECT:****1. FLYING/GROUND TRAINING:****1.1. PERFORMS FLYING TRAINING:**

1.1.1. PREPARES FOR BRIEFING: Establishes objective, selects the scenario, prepares briefing, pre-mission planning, and performs preparation for flight lead and wingman.

1.1.1.1. PREPARES EVALUATOR PILOT (EP) BRIEFING.

1.1.1.2. PREPARES INSTRUCTOR PILOT (IP) BRIEFING.

1.1.1.3. PREPARES MISSION PILOT (MP) BRIEFING.

1.1.2. CONDUCTS/ATTENDS BRIEFING:

1.1.2.1. CONDUCTS/ATTENDS EP BRIEFING.

1.1.2.2. CONDUCTS/ATTENDS IP BRIEFING.

1.1.2.3. CONDUCTS/ATTENDS MP BRIEFING.

1.1.3. PERFORMS PRE-FLIGHT: Checks and verifies aircraft readiness, maintenance/service condition, and the exterior and interior.

1.1.3.1. PERFORMS EP PRE-FLIGHT.

1.1.3.2. PERFORMS IP PRE-FLIGHT.

1.1.3.3. PERFORMS MP PRE-FLIGHT.

1.1.4. STARTS TAXI AND TAKES OFF:

1.1.4.1 STARTS EP TAXI AND TAKES OFF.

1.1.4.2. STARTS IP TAXI AND TAKES OFF.

1.1.4.3. STARTS MP TAXI AND TAKES OFF.

1.1.5. FLIES MISSION: Flies mission and briefs in-flight critique, when applicable.

1.1.5.1. FLIES EP MISSION.

1.1.5.2. FLIES IP MISSION.

1.1.5.3. FLIES MP MISSION.

1.1.6. PERFORMS POST FLIGHT: Completes AFTO Form 781, AFORMS Aircrew/Mission Flight Data Document and coordinates with Maintenance.

1.1.6.1. PERFORMS EP POST FLIGHT.

1.1.6.2. PERFORMS IP POST FLIGHT.

1.1.6.3. PERFORMS MP POST FLIGHT.

1.1.7. PERFORMS DEBRIEF: Assesses accomplished objective and debriefs flight.

1.1.7.1. PERFORMS EP DEBRIEF.

1.1.7.2. PERFORMS IP DEBRIEF.

1.1.7.3. PERFORMS MP DEBRIEF.

1.2. PERFORMS GROUND TRAINING:

1.2.1. SATISFIES SIMULATOR REQUIREMENT.

1.2.2. RECEIVES PHYSIOLOGICAL TRAINING.

1.2.3. RECEIVES EGRESS AND HARNESS HANGING TRAINING.

1.2.4. RECEIVES RECORD REVIEW.

1.3. PERFORMS SUPERVISOR OF FLYING (SOF) DUTY.

1.4. SERVES AS OPERATIONS REPRESENTATIVE FOR DEPLOYMENT/EXERCISE:

1.4.1. SERVES AS ROUTINE EXERCISE/DEPLOYMENT REPRESENTATIVE:

1.4.1.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

1.4.1.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

1.4.1.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

1.4.2. SERVES AS OVERSEAS DEPLOYMENT REPRESENTATIVE:

1.4.2.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

1.4.2.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

1.4.2.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

1.4.3. SERVES AS CONUS EXERCISE/DEPLOYMENT REPRESENTATIVE:

1.4.3.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to Operational Readiness Inspection/Annual Field Training (ORI/AFT) exercise plan.

1.4.3.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

1.4.3.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

2. OPERATIONS TRAINING:

2.1. REVIEWS THE GRADUATED COMBAT CAPABILITY (GCC) SOURCE DOCUMENT. Reviews Air National Guard (ANG)/Air Force Reserve (AFRES) GCC tasking message and applicable regulation, manual, and supplement.

2.2. PREPARES UNIT TRAINING PLAN:

2.2.1. COORDINATES UNIT TRAINING PLAN. Coordinates development of training goal and priority with the Director of Operations (DO) and coordinates with other Operations work center for input.

2.2.2. PREPARES PLAN. Compiles input and prepares training plan.

2.2.3. PUBLISHES PLAN. Publishes training plan and distributes to Operations personnel.

2.2.4. REVISES TRAINING PLAN. Reviews plan, coordinates changes with work center personnel, and makes revision to training plan.

2.3. PREPARES INDIVIDUAL TRAINING REQUIREMENT:**2.3.1. REVIEWS NEWLY ASSIGNED AIRCREW RECORD AND EVALUATION RECORD:**

2.3.1.1. ASSESSES NEWLY ASSIGNED AIRCREW RECORD. Reviews record, determines qualification training necessary to make or sustain mission ready or mission support status, and forwards record to the DO for review.

2.3.1.2. ASSESSES AIRCREW QUALIFICATION. Reviews record, determines MP, IP, or Standardization/Evaluation flight examiner (SEFE) status of member, and assesses the appropriate training requirement.

2.3.2. REVIEWS UNIT LEVEL FLYING TRAINING UPGRADE SYLLABUS. Reviews mission qualification training syllabus, flight lead upgrade syllabus, low altitude step down training syllabus, and specialized task syllabus. Coordinates syllabus with appropriate work center personnel and aircrew member, and changes syllabus as required.

2.3.3. PREPARES NOTIFICATION OF TRAINING REQUIREMENT. Outlines individual training requirement, prepares letter to aircrew, and coordinates training requirement with appropriate office.

2.3.4. ASSIGNS TRAINING TABLE TO INDIVIDUAL. Assigns training table to individual and forwards to the Operations System Management (OSM) office for entry into the Air Force Operations Resource Management System (AFORMS).

2.3.5. REVIEWS MASTER TRAINING TABLE ASSIGNMENT LIST. Requests list from OSM and reviews for accuracy, corrects discrepancy, if required, and forwards to OSM.

2.3.6. UPDATES TRAINING TABLE. Updates the training table, coordinates with appropriate office, and forwards to OSM for entry into AFORMS.

2.3.7. DEFINES ON-LINE RETRIEVAL REPORT FORMAT. Prepares format for on-line retrieval training product, forwards to OSM, reviews completed product, and corrects if necessary.

2.3.8. REVISES TRAINING FORMAT FOR ON-LINE RETRIEVAL PRODUCT. Reviews training product format, content, and accuracy, and revises when necessary.

2.3.9. REVIEWS AFORMS TRAINING PRODUCT. Requests training summary, report, or list, and reviews status of aircrew.

2.4. MONITORS AIRCREW TRAINING STATUS:

2.4.1. PREPARES TRAINING SUSPENSE NOTICE. Prepares suspense notice to ensure training requirement is met.

2.4.2. REVIEWS ADDITIONAL TRAINING ACCOMPLISHMENT FORM. Reviews training accomplishment form or coordinates with the appropriate function, verifies training, documents accomplished training, and forwards to the OSM for AFORMS entry.

2.4.3. PREPARES GROUND TRAINING MAKE-UP LETTER. Prepares ground training make-up letter for individual missing training session, forwards to individual, and files copy in training summary folder.

2.4.4. REVIEWS CONTINUATION TRAINING EVENT COMPLETION. Review training accomplishment form for discrepancy, makes correction if needed, and annotates for AFORMS update.

2.4.5. REVIEWS UPGRADE TRAINING GRADE SHEET. Reviews grade sheet for completeness and notifies the appropriate office when grade requires the sortie to be flown again.

2.4.6. DOCUMENTS UPGRADE TRAINING PROGRAM SYLLABUS COMPLETED. Documents completed upgrade training program, notifies appropriate operations work center, and routes to the OSM for AFORMS update.

2.4.7. PERFORMS GCC LOOKBACK:**2.4.7.1. DETERMINES GCC LOOKBACK FAILURE CRITERIA.**

2.4.7.2. PREPARES GCC LOOKBACK SUMMARY.

2.4.7.3. PREPARES NOTIFICATION LETTER. Prepares and forwards letter to pilot not maintaining mission ready status.

2.4.7.4. PREPARES GCC RECAP REPORT.

2.4.7.5. PREPARES UNIT GCC TRAINING PROGRAM LETTER.

2.4.8. PREPARES TRAINING DEFICIENCY NOTIFICATION. Prepares notification of individual training deficiency and corrective action, and forwards to the DO and appropriate office.

2.4.9. PROCESSES WAIVER REQUEST. Reviews request for waiver to training requirement, obtains DO approval, and forwards request to High Headquarters (HHQ).

2.4.10. REVIEWS AIRCREW QUALIFICATION. Reviews record, determines MP, IP, or SEFE status of member, and assesses appropriate training requirement.

2.4.11. UPDATES PROFESSIONAL QUALIFICATION INDEX (PQI). Reviews and updates PQI, and notifies OSM.

2.4.12. COORDINATES WITH PILOT'S TRAINING BASE.

2.5. REPORTS STATUS OF CONTINUATION AND ADDITIONAL TRAINING:

2.5.1. PREPARES BRIEFING. Compiles data and prepares briefing.

2.5.2. CONDUCTS BRIEFING. Conducts briefing on training status to the DO and Operations personnel.

2.5.3. PREPARES SEMI-ANNUAL TRAINING REPORT. Obtains input from the Operations work centers, prepares report, and forwards to the DO and HHQ.

2.6. EVALUATES TRAINING PROGRAM:

2.6.1. REVIEWS REPORT AND TREND ANALYSIS DATA. Reviews unit effectiveness inspection report, summary, and standardization and evaluation (Stan/Eval) trend analysis data, and identifies pertinent information associated with operational training to enhance unit training effectiveness.

2.6.2. ADVISES THE DO. Advises the DO either formally or informally on the status of new and ongoing training program.

2.6.3. REVIEWS OTHER WORK CENTER TRAINING PROGRAM. Reviews work center training program, course syllabus, and lesson plan for realistic training simulating condition anticipated in accomplishing the unit's mission.

2.6.4. PROVIDES TECHNICAL GUIDANCE. Provides technical guidance and training clarification to work center supervisor on achieving the training objective and standard, avoiding duplication of training requirement.

2.7. PERFORMS ADDITIONAL TRAINING TASKING:

2.7.1. PREPARES TRAINING SUMMARY FOR ATTACHED STAFF.

2.7.2. PREPARES OPERATIONS INPUT TO STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS).

2.7.3. OBTAINS AIRCREW FLYING TRAINING SCHOOL.

2.7.4. PRORATES FLYING TRAINING REQUIREMENT.

2.7.5. ATTENDS TRAINING CONFERENCE/SEMINAR.

2.7.6. PREPARES LETTER OF "X".

2.7.7. REQUESTS TRAINING DAYS FROM HHQ.

- 2.7.8. PARTICIPATES ON TRAINING REVIEW BOARD (TRB).**
- 2.7.9. SERVES ON VERIFICATION BOARD.**
- 2.7.10. COMPLETES GRADUATE PROGRESS SURVEY FORM.**
- 2.8. PREPARES FOR UNIT TRAINING ASSEMBLY (UTA):**
 - 2.8.1. PREPARES UTA SCHEDULE/TRAINING MATERIAL.**
 - 2.8.2. SETS UP CLASSROOM.**
 - 2.8.3. COORDINATES AND SCHEDULES GUEST SPEAKER FOR TRAINING SESSION.**
- 2.9. PERFORMS POST UTA PROCESSING.**
- 2.10. ASSISTS IN DEVELOPING EXECUTION PLAN FOR ROUTINE EXERCISE/DEPLOYMENT:**
 - 2.10.1. REVIEWS EXERCISE PLAN.** Reviews, coordinates, and provides input to exercise plan.
 - 2.10.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.**
 - 2.10.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.**
- 2.11. ASSISTS OVERSEAS DEPLOYMENT/EXERCISE REPRESENTATIVE:**
 - 2.11.1. REVIEWS EXERCISE PLAN.** Reviews, coordinates, and provides input to exercise plan.
 - 2.11.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.**
 - 2.11.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.**
- 2.12. PROVIDES INPUT TO CONUS EXERCISE/DEPLOYMENT REPRESENTATIVE:**
 - 2.12.1. REVIEWS EXERCISE PLAN.** Reviews, coordinates, and provides input to ORI/AFT exercise plan.
 - 2.12.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.**
 - 2.12.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.**
- 3. STANDARDIZATION AND EVALUATION:**
 - 3.1. ADMINISTERS GROUND EVALUATION.** Types, administers, and grades test.
 - 3.1.1. ADMINISTERS EMERGENCY PROCEDURE EVALUATION:**
 - 3.1.1.1. ADMINISTERS ORAL/COCKPIT PROCEDURAL TRAINER EVALUATION.**
 - 3.1.1.2. ADMINISTERS SIMULATOR EVALUATION.**
 - 3.1.2. CONDUCTS REQUIRED TESTING:**
 - 3.1.2.1. CONDUCTS INSTRUMENT REFRESHER EXAMINATION:**
 - 3.1.2.1.1. PREPARES TEST.**
 - 3.1.2.1.2. ADMINISTERS TEST.**
 - 3.1.2.1.3. GRADES AND RECORDS TEST RESULTS.**
 - 3.1.2.2. CONDUCTS CLOSED BOOK EXAMINATION:**
 - 3.1.2.2.1. PREPARES TEST.**

3.1.2.2.2. ADMINISTERS TEST.

3.1.2.2.3. GRADES AND RECORDS TEST RESULTS.

3.1.2.3. CONDUCTS OPEN BOOK EXAMINATION:

3.1.2.3.1. PREPARES TEST.

3.1.2.3.2. ADMINISTERS TEST.

3.1.2.3.3. GRADES AND RECORDS TEST RESULTS.

3.1.2.4. CONDUCTS CRITICAL ACTION PROCEDURE OR BOLD FACE TEST:

3.1.2.4.1. PREPARES TEST.

3.1.2.4.2. ADMINISTERS TEST.

3.1.2.4.3. GRADES AND RECORDS TEST RESULTS.

3.1.2.5. CONDUCTS TACTICAL EXAMINATION:

3.1.2.5.1. PREPARES TEST.

3.1.2.5.2. ADMINISTERS TEST.

3.1.2.5.3. GRADES AND RECORDS TEST RESULTS.

3.1.2.6. CONDUCTS PERIODIC EXAMINATION:

3.1.2.6.1. PREPARES TEST.

3.1.2.6.2. ADMINISTERS MAKE-UP TEST.

3.1.2.6.3. GRADES AND RECORDS TEST RESULTS.

3.1.2.7. CONDUCTS SEFE EXAMINATION:

3.1.2.7.1. PREPARES TEST.

3.1.2.7.2. ADMINISTERS TEST.

3.1.2.7.3. GRADES AND RECORDS TEST RESULTS.

3.1.2.8. CONDUCTS FLIGHT SURGEON EXAMINATION:

3.1.2.8.1. PREPARES TEST.

3.1.2.8.2. ADMINISTERS TEST.

3.1.2.8.3. GRADES AND RECORDS TEST RESULTS.

3.1.2.9. CONDUCTS FUNCTIONAL CHECK FLIGHT PILOT EXAMINATION:

3.1.2.9.1. PREPARES TEST.

3.1.2.9.2. ADMINISTERS TEST.

3.1.2.9.3. GRADES AND RECORDS TEST RESULTS.

3.1.2.10. CONDUCTS FLIGHT LEAD EXAMINATION:

3.1.2.10.1. PREPARES TEST.

3.1.2.10.2. ADMINISTERS TEST.**3.1.2.10.3. GRADES AND RECORDS TEST RESULTS.****3.1.2.11. CONDUCTS SUPERVISOR OF FLYING EXAMINATION:****3.1.2.11.1. PREPARES TEST.****3.1.2.11.2. ADMINISTERS TEST.****3.1.2.11.3. GRADES AND RECORDS TEST RESULTS.****3.2. MANAGES STANDARDIZATION AND EVALUATION PROGRAM:****3.2.1. MAINTAINS FLIGHT CREW INFORMATION FOLDER (FCIF) FUNCTIONAL PUBLICATION LIBRARY:****3.2.1.1. POSTS CHANGE OR REVISION.****3.2.1.2. ORDERS NEW PUBLICATION AS NEEDED.****3.2.1.3. PUBLISHES MASTER FCIF INDEX.** Reviews, updates, and publishes master FCIF index.**3.2.1.4. INSPECTS UNIT FCIF LIBRARY.** Does not include GO/NO-GO program.**3.2.1.5. REVIEWS FCIF CURRENCY.** Reviews FCIF library for currency to include the GO/NO-GO program.**3.2.1.6. GENERATES CURRENT READ FILE ITEM.** Receives information, writes in proper format, staffs read file, and distributes read file to aircrew.**3.2.2. MAINTAINS FLYING TECHNICAL ORDER REQUIREMENT:****3.2.2.1. REVIEWS, DRAFTS, AND DISTRIBUTES CHANGE OR REVISION.** Reviews, drafts, and distributes change or revision to flying technical order.**3.2.2.2. POSTS CHANGE OR REVISION.****3.2.2.3. ORDERS NEW TECHNICAL ORDER.****3.2.3. PREPARES, DISTRIBUTES, AND POSTS LETTER OF "X".****3.3. MANAGES AF FORM 847, RECOMMENDATION FOR CHANGE OF PUBLICATION PROGRAM:****3.3.1. RECEIVES AND LOGS AF FORM 847.****3.3.2. REVIEWS AND COMPLETES AF FORM 847.** Reviews and completes AF Form 847 and returns invalid AF Form 847 to originator.**3.3.3. FORWARDS AF FORM 847 TO HHQ.****3.3.4. TRACKS STATUS OF AF FORM 847.** Periodically checks status of open AF Form 847 with HHQ.**3.4. PERFORMS TREND ANALYSIS:****3.4.1. COLLECTS AND ANALYZES DATA.** Collects and analyzes data, identifies adverse trend from ACC Form 8A, Certificate of Aircrew Qualification, and written examination for aircrew flight evaluation.**3.4.2. RECOMMENDS CORRECTIVE ACTION.** Recommends corrective action for adverse trend, prepares appropriate documentation, and sends to affected unit.**3.4.3. DISSEMINATES TREND INFORMATION.** Disseminates trend information to wing, group, and/or flying squadron.**3.4.4. DOCUMENTS FOLLOW-UP ACTION.** Sends letter to appropriate person or squadron for corrective

action, documents completion of corrective action, prepares letter of training requirement, and forwards to appropriate agency.

3.5. ADMINISTERS AIRCREW EXAMINATION PROGRAM:

3.5.1. REVIEWS ACC MASTER QUESTION FILE (MQF). Reviews MQF for content and currency, collects input from aircrew member, and prepares letter to HQ ACC Office of Primary Responsibility (OPR) for recommended changes.

3.5.2. PREPARES OR UPDATES LOCAL PROCEDURE QUESTION FILE.

3.5.3. PREPARES OR UPDATES REQUISITE OPEN BOOK QUESTION FILE.

3.5.4. PREPARES OR UPDATES PERIODIC TEST.

3.5.5. PREPARES OR UPDATES PERIODIC INSTRUMENT EXAMINATION LOCAL QUESTION FILE.

3.6. PREPARES AND CONTROLS AF FORM 8, CERTIFICATE OF AIRCREW QUALIFICATION:

3.6.1. PREPARES AF FORM 8 SHELL. Prepares AF Form 8 shell by providing eligibility period, type of flight evaluation, and requisite.

3.6.2. REVIEWS FOR ACCURACY.

3.6.3. CHECKS DRAFT FLIGHT EVALUATION RESULT. Checks draft flight evaluation results and narrative description of mission, and notes discrepancies and required corrective action.

3.6.4. FINALIZES AF FORM 8. Finalizes AF Form 8 evaluation data.

3.6.5. ROUTES AND TRACKS AF FORM 8 THROUGH ROUTING SYSTEM. Routes and tracks AF Form 8 through routing system and documents status.

3.6.6. PREPARES DOCUMENTATION ROUTING BREAKDOWN. Prepares memo for record (MFR) or other documentation for "AF Form 8" that exceed time limit from completion of AF Form 8 for inclusion in flight evaluation folder (FEF).

3.6.7. PREPARES ADDITIONAL TRAINING LETTER. Prepares ACC Form 180, Temporary Flight Evaluation Certificate, or suitable substitute listing additional training required, and establishes suspense.

3.6.8. TRACKS ADDITIONAL TRAINING COMPLETION. Updates additional training log or computer product of additional training completion.

3.6.9. ESTABLISHES PROCEDURE FOR AF FORM 8. Establishes procedure control of AF Form 8 prior to submission to approving official.

3.7. ADMINISTERS GO/NO-GO PROGRAM:

3.7.1. UPDATES INDIVIDUAL AIRCREW'S ACCC FORM 109, FCIF. Documents change to FCIF, current read file item, publication, and current technical order (T.O.) that have an immediate impact on flight requirements.

3.7.2. INSPECTS ACC FORM 109. Inspects ACC Form 109 for compliance with ACCR 60-2, Volume I.

3.7.3. UPDATES ACC FORM 109 PROCEDURE.

3.8. ADMINISTERS STANDARDIZATION AND EVALUATION BOARD:

3.8.1. PREPARES INITIAL AGENDA LETTER.

3.8.2. REVIEWS STANDARDIZATION AND EVALUATION INPUT.

3.8.3. PREPARES FINAL AGENDA LETTER.

3.8.4. REVIEWS FOR STANDARDIZATION AND EVALUATION BOARD. Finalizes trend data and prepares

documentation and visual aid for standardization and evaluation board.

3.8.5. CONDUCTS STANDARDIZATION AND EVALUATION BOARD.

3.8.6. PROCESSES STANDARDIZATION AND EVALUATION BOARD MINUTES. Prepares, staffs, and distributes standardization and evaluation board minutes.

3.8.7. PERFORMS FOLLOW-UP. Performs follow-up on board open agenda item.

3.8.8. MONITORS CLOSED AGENDA ITEM. Tracks closed agenda item until reported at next standardization and evaluation board.

3.9. CONDUCTS SUPPLEMENTARY EVALUATION:

3.9.1. NOTIFIES UNIT OF AFFECTED AREA.

3.9.2. REVIEWS APPLICABLE REGULATION. Reviews regulation to gain working knowledge on supplementary evaluation area.

3.9.3. DEVELOPS OR UPDATES SUPPLEMENTARY EVALUATION CHECKLIST.

3.9.4. PERFORMS SUPPLEMENTARY EVALUATION.

3.9.5. DOCUMENTS, STAFFS, AND DISTRIBUTES RESULT.

3.9.6. PERFORMS FOLLOW-UP. Performs follow-up as required.

3.10. ADMINISTERS FLIGHT EVALUATION PROGRAM:

3.10.1. REVIEWS INCOMING FEF. Reviews FEF for newly assigned aircrew member to determine eligibility period, past experience, needed evaluations, and required special training.

3.10.2. MONITORS EVALUATION REQUIREMENT. Tracks evaluation requirement from eligibility zone by grease board, computer program, or other local method.

3.10.3. COLLECTS INPUT. Collects flight evaluation input from other work centers: Operational Plans; Operations Intelligence; and Weapons and Tactics.

3.10.4. DEVELOPS OR UPDATES EVALUATION PROFILE OR SCENARIO.

3.11. ADMINISTERS EMERGENCY PROCEDURE EVALUATION PROGRAM:

3.11.1. COLLECTS SCENARIO INPUT FROM PLANS, INTELLIGENCE, SAFETY, AND WEAPONS FUNCTION.

3.11.2. MAINTAINS EVALUATION PROFILE.

3.12. MANAGES EVALUATION PROGRAM:

3.12.1. CONDUCTS STANDARDIZATION/EVALUATION LIAISON OFFICER (SELO) TRAINING. Conducts SELO training.

3.12.2. CONDUCTS SELO MEETING.

3.12.3. CONDUCTS SEFE TRAINING.

3.12.4. CONDUCTS SEFE MEETING.

3.13. PREPARES DIRECTIVE:

3.13.1. UPDATES UNIT SUPPLEMENT TO ANG 55-SERIES REGULATION.

3.13.2. UPDATES UNIT SUPPLEMENT TO ACCR 60-2, CHAPTER 7.

3.14. DEVELOPS VISUAL AID: Prepares and updates briefing room publication, briefing guide, and other visual aid material to support standardization and evaluation.

3.14.1. PREPARES AIRCREW VISUAL AID.

3.14.2. UPDATES BRIEFING GUIDE/MATERIAL.

3.15. PREPARES NEWSLETTER. Writes, edits, and distributes monthly newsletter.

3.16. SCHEDULES STANDARDIZATION AND EVALUATION PERSONNEL:

3.16.1. GATHERS SCHEDULING INPUT. Collects request for evaluation.

3.16.2. DEVELOPS SCHEDULE. Develops schedule for flying and additional duties.

3.16.3. RESOLVES SCHEDULE CONFLICT.

3.17. UPDATES IN-FLIGHT GUIDE. Updates, coordinates, prints, and disseminates the In-Flight guide.

3.18. REVIEWS FLYING TECHNICAL ORDER IAW AFR 60-9, ACC SUPPLEMENT 1.

3.19. ATTENDS STAN/EVAL CONFERENCE.

3.20. ASSISTS IN DEVELOPING EXECUTION PLAN FOR ROUTINE EXERCISE/DEPLOYMENT:

3.20.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

3.20.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

3.20.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

3.21. ASSISTS OVERSEAS DEPLOYMENT/EXERCISE REPRESENTATIVE:

3.21.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

3.21.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

3.21.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

3.22. PROVIDES INPUT TO CONUS EXERCISE/DEPLOYMENT REPRESENTATIVE:

3.22.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to ORI/AFT exercise plan.

3.22.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

3.22.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

3.23. DEVELOPS AND PRESENTS LOCAL AREA PROCEDURE BRIEFING:

3.23.1. DEVELOPS LOCAL AREA PROCEDURE BRIEFING.

3.23.2. BRIEFS LOCAL AREA PROCEDURE.

3.24. INVESTIGATES AIRSPACE VIOLATION/INCIDENT.

3.25. PREPARES FOR UTA:

3.25.1. PREPARES UTA SCHEDULE/TRAINING MATERIAL.

3.25.2. SETS UP CLASSROOM.

3.25.3. COORDINATES AND SCHEDULES GUEST SPEAKER FOR TRAINING SESSION.

3.25.4. PERFORMS POST UTA PROCESSING.

3.26. ADMINISTERS SOF:**3.26.1. DEVELOPS TRAINING PROGRAM.****3.26.2. COMPILES TRAINING MATERIAL.****3.26.3. DEVELOPS TEST.****3.26.4. CONDUCTS CERTIFICATION.****3.26.5. MONITORS SOF CERTIFICATION.****3.26.6. CONDUCTS ANNUAL MEETING.****3.26.7. MAINTAINS SOF READING FILE.****3.26.8. MAINTAINS SOF KIT.****3.27. MAINTAINS RUNWAY SUPERVISORY UNIT (RSU):****3.27.1. OBTAINS EQUIPMENT.****3.27.2. MAINTAINS EQUIPMENT.****3.27.3. INSPECTS EQUIPMENT.****3.27.4. REVIEWS FLIGHT INFORMATION PUBLICATION (FLIP).****3.27.5. OBSERVES OPERATION.****3.27.6. RETURNS RSU EQUIPMENT.****4. WEAPONS AND TACTICS:**

4.1. REVIEWS WEAPONS AND TACTICS PUBLICATION. Reviews Multi-Command Manual 3-1 series, volumes I, II, and III for the assigned weapons system, Joint Munitions Effectiveness Manual (JMEM), the ACC Tactics Bulletin, Tactical Analysis Bulletin, United States Air Force (USAF) Fighter Weapons School and Instructional Text, or other weapons and tactics publication for applicable information.

4.2. REVIEWS INTELLIGENCE PUBLICATION/INFORMATION. Reviews publication and information provided by the intelligence office; reviews Tactical Intelligence Digest, Special Study Intelligence Digest, Enemy Air Order of Battle and Electronic Order of Battle, or other publication for applicable information.

4.3. REVIEWS ELECTRONIC COMBAT PUBLICATION. Reviews Aircrew Weapons Delivery Manual, Non-Nuclear Weapons Delivery Manual, Air Force Electronic Warfare Center document, radar homing and warning radar warning receiver handbook, operational testing and evaluation tactics development and evaluation (TD&E) reports, or other electronic combat publication or document for applicable information.

4.4. REVIEWS CONTINGENCY PUBLICATION. Reviews classified or unclassified unit contingency plan, applicable Operational Plan (OPLAN) and Operations Order (OPORD), unit description of capabilities statement, or other contingency publication.

4.5. PROVIDES INPUT TO HHQ. Prepares and forwards to HHQ agenda item for 3-series Document Review, Force Employment Conference, and Tactics Symposium.

4.6. PROVIDES WEAPONS AND TACTICS INPUT TO THE CONTINGENCY PLAN ANNEX. Extracts unit contingency information regarding optimum route, tactics, weapons load, weapon/sensor delivery setting, and Electronic Countermeasures (ECM)/Electronic Counter-Countermeasures (ECCM), and provides input to the appropriate office for inclusion in the contingency plan annex.

4.7. UPDATES UNIT WEAPONS AND TACTICS GUIDE OR 3-SERIES SUPPLEMENT. Extracts and compiles current tactics data, coordinates with the DO, and updates the unit weapons and tactics guide or supplement.

4.8. IDENTIFIES WEAPONS AND TACTICS AREA REQUIRING JOINT COORDINATION. Coordinates with lateral unit to solve weapons and tactics problem, gathers information to assist in recommending changes to existing program, forwards to DO for approval, and implements change or submits to HHQ.

4.9. MAINTAINS UNIT STANDARD:

4.9.1. REVIEWS FLIGHT MANUAL. Gathers information, and reviews flight manual.

4.9.2. PROPOSES UNIT STANDARD UPDATE. Coordinates with the DO and appropriate office on a proposed unit weapons and tactics standard update.

4.9.3. UPDATES UNIT STANDARD. Updates unit standard for ordinance parameter, kill removal criteria, and training rule.

4.9.4. PUBLISHES UNIT STANDARD. Publishes and distributes unit standard to Operations personnel.

4.10. PROCESSES INFORMATION:

4.10.1. PREPARES ARTICLE. Gathers data, prepares article on weapons, tactics, and ECM/ECCM subject, and documents reference.

4.10.2. DISTRIBUTES INFORMATION. Distributes information to assigned or attached aircrew by updating bulletin board, compiling read file, or publishing newsletter.

4.10.3. PROVIDES BRIEFING. Provides threat related briefing to aircrew prior to departure to ensure aircrew is up-to-date on any threat/crisis.

4.11. MAINTAINS TACTICS LIBRARY:

4.11.1. REVIEWS TACTICS LIBRARY INDEX.

4.11.2. UPDATES DISTRIBUTION REQUIREMENT. Updates distribution requirement for Weapons and Tactics Publication/Documentation.

4.11.3. REVIEWS TACTICS FILE. Reviews tactics file for currency.

4.11.4. POSTS CHANGE. Posts change to Weapons & Tactics publication.

4.11.5. DESTROYS CLASSIFIED MATERIAL. Destroys obsolete classified material and documents destruction, as required.

4.12. REVIEWS TRAINING VIDEO TAPE RECORDING (VTR). Receives training tape from AF Audio Visual Service, Norton AFB, CA; Fighter Weapons School, Nellis AFB, NV; or other agency; and reviews for applicability and files.

4.13. ADMINISTERS ACADEMIC TRAINING PROGRAM:

4.13.1. UPDATES UNIT WEAPONS AND TACTICS ACADEMIC OBJECTIVE. Coordinates with the DO and appropriate office and updates the weapons and tactics training objective.

4.13.2. COORDINATES TRAINING REQUIREMENT. Coordinates with the training office or HHQ concerning weapons and tactics training requirement.

4.13.3. PREPARES SCHEDULE FOR THE WEAPONS/TACTICS GROUND TRAINING PLAN. Prepares schedule and forwards to the training office.

4.13.4. PREPARES TRAINING DOCUMENTATION. Gathers subject material and prepares course syllabus, lesson plan, and/or training aid for a program.

4.13.5. PREPARES MAKE-UP MATERIAL. Prepares academic make-up material for member not in attendance at scheduled session.

4.13.6. PREPARES FOR ACADEMIC TRAINING SESSION. Gathers material and sets up training aid to conduct training.

4.13.7. DOCUMENTS INDIVIDUAL'S ACADEMIC TRAINING. Documents individual's training accomplishment.

4.13.8. CONDUCTS TRAINING SESSION. Conducts training session for individual/group required to perform make-up training.

4.13.9. REVIEWS THREAT RELATED ACADEMIC MATERIAL. Reviews academic material for currency and accuracy and revises if necessary.

4.14. ADMINISTERS ACADEMIC TEST PROGRAM:

4.14.1. PREPARES SEMI-ANNUAL WEAPONS TRAINING TEST.

4.14.2. GRADES TEST.

4.14.3. DOCUMENTS COMPLETION. Documents test completion and forwards to the training office.

4.14.4. ANALYZES TEST RESULTS. Analyzes test results and identifies weakness trend in test.

4.15. PARTICIPATES IN HHQ EXERCISE:

4.15.1. RECOMMENDS UNIT PARTICIPATION IN HHQ DIRECTED EXERCISE.

4.15.2. PARTICIPATES AS MEMBER MISSION PLANNING CELL. Coordinates with unit work center personnel on the Operations Order and Fragmentary Air Tasking Order defining the scenario.

4.15.3. REVIEWS HHQ EXERCISE RESULT.

4.16. PREPARES DISSIMILAR AIR COMBAT TRAINING SUPPORT LETTER. Coordinates arrangement with unit and prepares letter of agreement.

4.17. PREPARES TRAINING SCENARIO. Gathers data, coordinates with the appropriate unit work center, and prepares training scenario.

4.18. PREPARES MISSION QUALIFICATION EVALUATION SCENARIO. Coordinates with the Stan/Eval office and prepares scenario.

4.19. ADMINISTERS WEAPONS QUALIFICATION TRAINING PROGRAM:

4.19.1. PREPARES WEAPONS DELIVERY/EVENTS REQUIREMENT. Reviews the GCC level requirement, extracts the weapons qualification requirement, and prepares weapons delivery/events in which the unit is required to maintain qualification.

4.19.2. DESIGNATES SPECIALIZED WEAPONS TARGET. Selects target to optimize aircrew training for electro-optical infrared specialized weapons.

4.19.3. EVALUATES VTR. Receives tape and reviews and assesses the effectiveness of the weapons delivery.

4.19.4. ANNOTATES LOCAL RANGE/VTR REVIEW SHEET. Annotates delivery and "misses" of weapons system on sheet.

4.19.5. ENTERS RANGE SCORE INTO THE COMPUTER.

4.19.6. ENTERS VTR SCORE INTO THE COMPUTER.

4.19.7. ENTERS SPECIALIZED WEAPONS SCORE INTO COMPUTER. Reviews sheet for completeness and enters score into computer.

4.19.8. RECONCILES SCORE. Receives original range sheet, compares score to local sheet, reconciles discrepancy, annotates sheet, updates computer, and files score sheet.

4.19.9. ANALYZES HEADS UP DISPLAY (HUD). Analyzes HUD imagery during detailed debriefing in order to improve weapons delivery effectiveness.

4.19.10. IDENTIFIES POTENTIAL WEAPONS QUALIFICATION DEFICIENCY. Identifies pilot's deficiency and coordinates with DO and member recommending corrective action.

4.19.11. POSTS CURRENT QUALIFICATION STATUS. Prints out current qualification status and posts to appropriate bulletin board.

4.20. ADMINISTERS UNIT COMPETITION:

4.20.1. FORMULATES COMPETITIVE SET OF RULES. Formulates set of rules for the Unit's Top Gun Program and coordinates with the DO.

4.20.2. DISTRIBUTES SET OF RULES. Finalizes set of rules for Top Gun competition and distributes to aircrew.

4.20.3. PROCURES AWARD.

4.20.4. ARRANGES AWARD PRESENTATION.

4.20.5. BRIEFS RESULTS OF PROGRAM. Briefs results to the DO and aircrew.

4.20.6. PUBLISHES COMPETITION STANDING.

4.21. CONDUCTS WING/SPECIAL COMPETITION:

4.21.1. FORMULATES COMPETITIVE SET OF RULES.

4.21.2. COORDINATES COMPETITION SCHEDULE. Coordinates with the programming office and appropriate agency.

4.21.3. PROCURES AWARD.

4.21.4. ARRANGES AWARD PRESENTATION.

4.21.5. COORDINATES BILLETING.

4.21.6. COORDINATES LOCAL TRANSPORTATION.

4.21.7. COORDINATES WITH MAINTENANCE.

4.21.8. COORDINATES WITH LOCAL AIR TRAFFIC CONTROL.

4.21.9. COORDINATES WITH SECURITY POLICE.

4.21.10. CONDUCTS COMPETITION.

4.22. PARTICIPATES IN WING/SPECIAL COMPETITION:

4.22.1. DEVELOPS SELECTION CRITERIA FOR COMPETITION TEAM.

4.22.2. ASSISTS IN SELECTION OF COMPETITION TEAM.

4.22.3. DEVELOPS COMPETITION PRACTICE SCHEDULE.

4.22.4. TRACKS AND EVALUATES COMPETITION TEAM'S PERFORMANCE.

4.22.5. PREPARES FOR COMPETITION TEAM DEPLOYMENT.

4.23. ASSESSES UNIT COMBAT CAPABILITY:

4.23.1. REVIEWS UNIT MISSION RESULT. Reviews unit mission result from a test, exercise, evaluation, or deployment report.

4.23.2. IDENTIFIES DEFICIENCY IN AIRCREW PROCEDURE AND TECHNIQUE.

4.23.3. BRIEFS IMPROVEMENT/CORRECTIVE ACTION. Briefs the DO on recommended improvement/corrective action to enhance the unit's capability to perform assigned mission employing current tactics.

4.24. PARTICIPATES IN THE UNIT CHECKERED FLAG PROGRAM:

4.24.1. PREPARES FOR THE UNIT VERIFICATION BOARD. Prepares tactics and weapons parameters for the unit verification board to assess aircrew knowledge of the enemy and weapons delivery option and procedure.

4.24.2. PROVIDES PILOT WITH INPUT ON VERIFICATION STUDY AND BRIEFING.

4.24.3. PARTICIPATES ON THE VERIFICATION BOARD. Recommends verification board selectees, forwards to the DO, and chairs the board.

4.24.4. COMPILES WEAPONS AND TACTICS INFORMATION FOR THE COMBAT MISSION/TARGET FOLDER. Compiles information to be included in the combat mission folder and submits to the intelligence office.

4.24.5. EVALUATES COMBAT MISSION/TARGET FOLDER. Evaluates selected folder for adequate information on threat, weapons, weapons employment, tactics, and ECM/ECCM.

4.25. MANAGES EXPENDABLE TRAINING MUNITION:

4.25.1. PREPARES THE ANNUAL OPERATIONS EXPENDABLE TRAINING MUNITIONS FORECAST:

4.25.1.1. COMPUTES REQUIREMENT FOR OPERATIONS TRAINING MUNITION, LIVE ORDNANCE, OR COUNTERMEASURE EXPENDABLE. Compiles data, computes requirement, and coordinates with the DO.

4.25.1.2. PREPARES THE TRAINING MUNITIONS FORECAST. Prepares the forecast and forwards to Supply.

4.25.2. MONITORS EXPENDABLE TRAINING MUNITION. Coordinates allocated expendable training munition with Scheduling and Maintenance, assesses actual usage, and implements conservation measure as required.

4.25.3. PREPARES THE QUARTERLY MUNITIONS EXPENDITURE REPORT. Verifies data with Maintenance, compiles reportable data, prepares quarterly munitions expenditure report, and forwards to HHQ.

4.25.4. COORDINATES MUNITION FOR OFF-STATION EXERCISE. Coordinates with the deployed location the transfer of munitions needed for off-station exercise with deployed location.

4.25.5. MONITORS ECM POD AND CAPTIVE MISSILE USE (NON-EXPENDABLE). Coordinates the status of non-expendable resource availability and usage with maintenance, and coordinates the priority scheduling of available resource with scheduling.

4.26. MANAGES THE ELECTRONIC COMBAT (EC) FUNCTION:

4.26.1. REVIEWS EC REPROGRAMMING MESSAGE. Reviews message with Maintenance personnel concerning reprogramming of the appropriate EC system.

4.26.2. MONITORS REPROGRAMMING. Coordinates with Maintenance personnel regarding the impact the reprogramming of appropriate EC system will have.

4.26.3. DISTRIBUTES REPROGRAMMING ACTION. Distributes impact result to aircrew of the reprogramming action on EC employment.

4.26.4. MANAGES INTERNAL UNIT CHANGE TO EC EQUIPMENT SOFTWARE:

4.26.4.1. COMPILES APPLICABLE INFORMATION. Compiles pertinent information from Intelligence,

Defense Intelligence Agency, JMEM or other source regarding EC system.

4.26.4.2. SELECTS APPLICABLE EC SOFTWARE MODIFICATION. Selects modification to software from EC equipment hand book or operation manual and coordinates with the DO and appropriate office.

4.26.4.3. IMPLEMENTS REPROGRAMMING. Coordinates with Maintenance and Operations personnel to implement reprogramming of appropriate EC system.

4.26.5. PREPARES AIRCREW EC TRAINING. Conducts training on the operation of EC equipment modified with the new software.

4.26.6. CONDUCTS EC SYSTEMS REVIEW MEETING. Schedules and conducts meeting with Maintenance and aircrew to identify problem.

4.26.7. FOLLOWS-UP RESULT OF MEETING. Follows-up status of meeting with Maintenance and Operations personnel to ensure programming implementation.

4.26.8. MANAGES IN-FLIGHT WEAPONS MALFUNCTION:

4.26.8.1. COORDINATES PROBLEM. Coordinates with aircrew and Maintenance to resolve problem.

4.26.8.2. COMPILES IN-FLIGHT MAINTENANCE MALFUNCTION INFORMATION. Compiles in-flight maintenance malfunction information on weapons, delivery, navigation, sensor, and ECM/ECCM equipment.

4.26.8.3. PROPOSES AIRCREW IN-FLIGHT MALFUNCTION CORRECTIVE ACTION. Analyzes data, identifies and documents cause factor and equipment deficiency, and proposes corrective action to the DO or appropriate Operations office.

4.26.8.4. BRIEFS AIRCREW. Briefs aircrew on procedure to correct or alleviate in-flight malfunction.

4.27. PARTICIPATES IN TD&E PROJECT:

4.27.1. REVIEWS TD&E CONCEPT OF OPERATIONS. Receives TD&E concept of operations from the ANG/AFRES Test Center and reviews.

4.27.2. COORDINATES PROJECT FEASIBILITY. Coordinates with the ANG/AFRES Test Center the unit's capability and feasibility of the TD&E project.

4.27.3. EVALUATES TD&E DATA. Compiles data collection sheets and evaluates result.

4.27.4. PREPARES REPORT. Reviews result, prepares report, and forwards to the test center.

4.28. MANAGES UNIT TACTICS IMPROVEMENT PROPOSAL (TIP) PROGRAM:

4.28.1. PREPARES AGENDA FOR THE TACTICS REVIEW BOARD (TRB) PARTICIPANT. Collects agenda item, coordinates with work center, and prepares agenda.

4.28.2. CONDUCTS THE TRB.

4.28.3. PRIORITIZES TACTICS IMPROVEMENT PROPOSAL.

4.28.4. PREPARES MINUTES. Prepares and coordinates minutes and forwards prioritized TIPs and TRB results to HHQ and appropriate agency.

4.28.5. FOLLOWS-UP TIP STATUS.

4.28.6. DEVELOPS SOFTWARE IMPROVEMENT PROPOSAL. Develops software improvement proposal submitted at the TRB and forwards to appropriate office/agency.

4.28.7. DEVELOPS IMPROVED WEAPONS AND TACTICS TECHNIQUE. Develops improved tactics, weapons delivery, navigation, ECM/ECCM, and sensor employment tailored for the unit's weapons system.

4.29. ATTENDS CONFERENCE/SEMINAR:

4.29.1. PREPARES FOR CONFERENCE/SEMINAR. Gathers information in preparation for the ANG/AFRES TRB, Multi-Command Manual 3-1 Review Board, and the T.O. (-34) Review Board.

4.29.2. ATTENDS CONFERENCE/SEMINAR.

4.29.3. PREPARES AFTER ACTION/TRIP REPORT.

4.30. ASSISTS IN DEVELOPING EXECUTION PLAN FOR ROUTINE EXERCISE/DEPLOYMENT:

4.30.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

4.30.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

4.30.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

4.31. ASSISTS OVERSEAS DEPLOYMENT/EXERCISE REPRESENTATIVE:

4.31.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

4.31.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

4.31.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

4.32. PROVIDES INPUT TO CONUS EXERCISE/DEPLOYMENT REPRESENTATIVE:

4.32.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to ORI/AFT exercise plan.

4.32.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

4.32.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

4.33. PREPARES FOR UTA:

4.33.1. PREPARES UTA SCHEDULE/TRAINING MATERIAL.

4.33.2. SETS UP CLASSROOM.

4.33.3. COORDINATES AND SCHEDULES GUEST SPEAKER FOR TRAINING SESSION.

4.33.4. PERFORMS POST UTA PROCESSING.

5. PROGRAMMING:

5.1. DEVELOPS ANNUAL FLYING HOUR/SORTIE ALLOCATION PLAN:

5.1.1. DETERMINES UTILIZATION RATE. Determines utilization rate of annual flying hour request.

5.1.2. PREPARES DRAFT ANNUAL FLYING HOUR/SORTIE ALLOCATION PLAN:

5.1.2.1. DETERMINES TANKER REQUIREMENT. Analyzes draft flying hour/sortie allocation plan to determine the number of day and night air refueling sorties required.

5.1.2.2. DETERMINES TRAINING AREA REQUIREMENT. Reviews draft flying hour/sortie allocation plan to determine required airspace, range, or refueling track.

5.1.2.3. ANALYZES SORTIE AVAILABILITY. Reviews annual flying hour program to determine sortie availability.

5.1.2.4. HOSTS ANNUAL TRAINING/PROGRAMMING PLAN CONFERENCE. Hosts conference to discuss plan considering resources and planning concept.

5.1.2.5. REVISES ANNUAL FLYING HOUR/SORTIE ALLOCATION PLAN. Reviews plan, coordinates with squadron or other agency, and revises plan.

5.1.2.6. PREPARES FINAL PLAN. Researches and compiles all required information and writes final plan.

5.1.2.7. DISTRIBUTES FINAL PLAN. Obtains coordination and distributes final plan.

5.2. DEVELOPS QUARTERLY FLYING HOUR/SORTIE ALLOCATION PLAN:

5.2.1. DETERMINES QUARTERLY REQUIREMENT. Obtains and combines squadron input and determines total tanker, range, airspace, air refueling track, or unit specific requirement.

5.2.2. PROGRAMS SORTIE RESOURCE.

5.2.3. PROGRAMS TANKER REQUIREMENT. Requests tanker support from the Strategic Air Command.

5.2.4. PROGRAMS RANGE REQUIREMENT. Requests range sortie from owning unit.

5.2.5. PROGRAMS AIRSPACE REQUIREMENT. Requests airspace from owning unit.

5.2.6. PROGRAMS TRAINING SUPPORT FROM OUTSIDE UNIT.

5.2.7. INFORMS UNIT OF SUPPORT REQUIREMENT. Informs unit of participation in training from outside unit.

5.2.8. SCHEDULES STATIC DISPLAY. Evaluates request from local or outside unit, determines support capability, and responds to request.

5.2.9. PREPARES FINAL PLAN. Prepares final allocation plan and distributes.

5.3. PREPARES DRAFT MONTHLY FLYING HOUR/SORTIE ALLOCATION PROGRAM:

5.3.1. REVIEWS PROGRAMMED RESOURCE. Reviews annual or quarterly flying hour/sortie allocation program, determines the number of sorties or events required to keep training plan on schedule, and allocates resource.

5.3.2. PREPARES MONTHLY FLYING HOUR/SORTIE ALLOCATION SCHEDULE.

5.3.3. CONDUCTS FOLLOW-UP. Resolves conflict or problem with unit not at monthly scheduling meeting and coordinates solution.

5.3.4. DISTRIBUTES FINAL MONTHLY PROGRAM.

5.4. PREPARES DRAFT WEEKLY FLYING HOUR/SORTIE ALLOCATION SCHEDULE:

5.4.1. OBTAINS WEEKLY PROGRAMMING INPUT. Obtains input from flying organization or Maintenance and resolves deficiency.

5.4.2. PREPARES WEEKLY FLYING HOUR/SORTIE SCHEDULE.

5.4.3. UPDATES PROGRAMMED RESOURCE. Updates programmed resource to meet requirement.

5.5. MAINTAINS FLYING HOUR PROGRAM:

5.5.1. ANALYZES GCC SORTIE REQUIREMENT. Analyzes GCC sortie requirement and reports flying hour requirement to HHQ through DO.

5.5.2. REVIEWS PROGRAM. Reviews the flying hour program for deviation, trend, and flying hour execution.

5.5.3. PREPARES REPORT. Constructs comprehensive report on the execution of the flying hour program for the Deputy Commander of Operations, unit commander, and HHQ.

5.6. PERFORMS SPECIAL PROJECT:

5.6.1. RESPONDS TO HHQ INQUIRY. Researches project, compiles information, prepares report, and submits report.

5.6.2. PERFORMS SPECIAL STUDY. Provides field expertise for site survey, deployment survey, and other research project for HHQ.

5.7. ENSURES AIR REFUELING CAPABILITY:

5.7.1. RECEIVES AIR REFUELING INPUT FROM WEAPONS & TACTICS.

5.7.2. PREPARES AIR REFUELING HISTORICAL DATA REPORT.

5.7.3. PREPARES FOR MONTHLY FLIGHT SCHEDULING COMMITTEE MEETING:

5.7.3.1. RECEIVES INPUT AND PREPARES FOR MEETING.

5.7.3.2. SCHEDULES MEETING.

5.7.3.3. CONDUCTS MONTHLY FLIGHT SCHEDULING COMMITTEE MEETING.

5.8. PREPARES FOR UTA:

5.8.1. PREPARES UTA SCHEDULE/TRAINING MATERIAL.

5.8.2. SETS UP CLASSROOM.

5.8.3. COORDINATES AND SCHEDULES GUEST SPEAKER FOR TRAINING SESSION.

5.8.4. PERFORMS POST UTA PROCESSING.

5.9. ASSISTS IN DEVELOPING EXECUTION PLAN FOR ROUTINE EXERCISE/DEPLOYMENT:

5.9.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

5.10. ASSISTS OVERSEAS DEPLOYMENT/EXERCISE REPRESENTATIVE:

5.10.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

5.10.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

5.10.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

5.11. PROVIDES INPUT TO CONUS EXERCISE/DEPLOYMENT REPRESENTATIVE:

5.11.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to ORI/AFT exercise plan.

5.11.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

5.11.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

5.12. COMPILES WEEKLY FLYING SCHEDULE:

5.12.1. DEVELOPS SCHEDULE. Reviews and confirms total tanker, range, airspace, air refueling track, or unit specific requirement for conflict from prior coordination.

5.12.2. FINALIZES WEEKLY FLYING SCHEDULE. Adjusts and completes schedule and performs quality control of flying schedule.

5.13. DEVELOPS DAILY FLYING SCHEDULE:

5.13.1. PREPARES DAILY FLYING SCHEDULE.

5.13.2. COORDINATES SCHEDULE WITH MAINTENANCE.

5.13.3. FINALIZES DAILY SCHEDULE.

5.13.4. OBTAINS DO/COMMANDER'S APPROVAL.

6. OPERATIONAL PLANS:**6.1. MANAGES OPERATIONAL PLANS PROGRAM:****6.1.1. ESTABLISHES POLICY, PROCEDURE, AND REQUIREMENT:**

6.1.1.1. REVIEWS DIRECTIVE. Reviews HHQ directive for establishing or revising policy, procedure, and requirement for Operational Plans.

6.1.1.2. DEVELOPS POLICY, PROCEDURE, AND REQUIREMENT. Develops policy, procedure, and requirement.

6.1.2. ADVISES THE DEPUTY COMMANDER FOR OPERATIONS. Advises the Deputy Commander for Operations on Operational Plans Program.

6.2. PROCESSES HHQ PLANNING DOCUMENT:

6.2.1. PROVIDES INPUT TO PLANNING DOCUMENT. Provides HHQ information on developing proposed planning document.

6.2.2. PERFORMS INITIAL REVIEW. Performs initial review of published planning document and identifies unit specific tasking requirement by individual staff agency/unit.

6.2.3. REVIEWS OPERATIONAL ANNEX. Performs detailed review of the Operational annex to the planning document and documents necessary tasking change/addition.

6.2.4. COORDINATES SCHEDULE FOR OPR REVIEW. Coordinates schedule for planning document review.

6.3. DEVELOPS SUPPORTING DOCUMENT:

6.3.1. PREPARES BASIC SUPPORTING DOCUMENT. Develops new/revised basic supporting document and assists staff agency/unit in the preparation of the new/revised annex to supporting document.

6.3.2. REVIEWS INPUT TO SUPPORTING DOCUMENT. Reviews input received from staff agency/unit, compares input to the planning document, and coordinates action to incorporate input into supporting document.

6.3.3. PREPARES INPUT. Prepares Operational Plans input to a planning document developed by another local OPR.

6.4. MAINTAINS PUBLISHED PLANNING DOCUMENT AND REVIEW PROGRAM:

6.4.1. REVIEWS INCOMING CHANGE. Reviews incoming interim/formal change with current document and determines tasking change, urgency of action, and affected staff folder.

6.4.2. PROCESSES CHANGE. Coordinates with staff agency/unit, assists with the interim/formal change, and posts change to planning document and contingency staff folder.

6.4.3. CONDUCTS DOCUMENT REVIEW PROGRAM. Reviews planning document and contingency staff folder, assists staff agency/unit in the review of planning document, consolidates review comments, and develops and submits recommended change.

6.5. PREPARES FOR BRIEFING:

6.5.1. DEVELOPS BRIEFING. Prepares and maintains briefing on planning document and prepares and maintains a synopsis on briefing.

6.5.2. CONDUCTS BRIEFING. Schedules and conducts briefing and records and maintains attendance record.

6.6. MAINTAINS SURVIVAL, RECOVERY, AND RECONSTITUTION (SRR) AIRFIELD SURVEY PROGRAM:

6.6.1. REVIEWS SRR AIRFIELD SURVEY PROGRAM. Reviews directive/existing agreement.

6.6.2. DEVELOPS/COORDINATES SURVEY SCHEDULE.

6.6.3. ESTABLISHES SURVEY TEAM. Establishes a SRR survey team.

6.6.4. CONDUCTS AIRFIELD SURVEY. Conducts airfield survey and accomplishes survey report.

6.6.5. UPDATES SURVEY REPORT. Updates survey report and documents.

6.7. PARTICIPATES IN AIRCREW VERIFICATION/CERTIFICATION PROGRAM:

6.7.1. CONDUCTS AIRCREW CERTIFICATION BRIEFING. Develops, maintains, schedules, and conducts operational plans briefing for aircrew verification/certification program.

6.7.2. SERVES AS VERIFICATION/CERTIFICATION BOARD MEMBER. Serves as board member during aircrew verification/certification process.

6.8. ATTENDS/CONDUCTS OPERATIONAL PLANS CONFERENCE:

6.8.1. CONDUCTS CONFERENCE.

6.8.2. ATTENDS CONFERENCE.

6.8.3. PREPARES TRIP REPORT. Prepares Operational Plans Conference trip report.

6.8.4. PERFORMS FOLLOW-UP ACTION. Performs follow-up action on report item.

6.9. PROVIDES EXERCISE SUPPORT:

6.9.1. PROVIDES STAFF SUPPORT IN HHQ DIRECTED EXERCISE.

6.9.2. PROVIDES INPUT TO EXERCISE OPLAN/OPORD. Provides HHQ information on developing the exercise OPLAN/OPORD.

6.9.3. ATTENDS PLANNING CONFERENCE. Attends exercise planning conference and/or performs airfield/site survey.

6.9.4. DEVELOPS WEAPON SYSTEM SUPPLEMENT. Develops and/or assists in the development of a weapon system supplement to exercise OPLAN/OPORD.

6.9.5. REVIEWS EXERCISE OPLAN/OPORD. Reviews exercise directive, extracts tasking data, determines support requirement, establishes procedure for obtaining needed assistance from another installation, and prepares aircrew familiarization handout.

6.9.6. ASSISTS TEMPORARY DUTY (TDY) PERSONNEL. Assists in planning logistical support and liaison function with TDY personnel.

6.10. ASSISTS IN DEVELOPING EXECUTION PLAN FOR ROUTINE EXERCISE/DEPLOYMENT:

6.10.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

6.10.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

6.10.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

6.11. ASSISTS OVERSEAS DEPLOYMENT/EXERCISE REPRESENTATIVE:

6.11.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

6.11.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

6.11.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

6.12. PROVIDES INPUT TO CONUS EXERCISE/DEPLOYMENT REPRESENTATIVE:

6.12.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to ORI/AFT exercise plan.

6.12.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

6.12.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

7. AIRSPACE MANAGEMENT:

7.1. MANAGES LOCAL AIRSPACE REQUIREMENT:

7.1.1. DEVELOPS SPECIAL USE AIRSPACE PROPOSAL. Develops and processes Military Training Route (MTR), Military Operation Area (MOA), Air Traffic Control Advisory Area (ATCAA), Low Altitude Tactical Navigation (LATN) Area, Warning Area, Restricted Area, and AR Track proposal or modification to support local mission requirements.

7.1.2. PROCESSES WAIVER REQUEST. Processes request for waiver to Federal Aviation Agency (FAA) or Department of Defense (DoD) directive.

7.1.3. REPORTS AIRSPACE UTILIZATION:

7.1.3.1. DOCUMENTS SPECIAL USE AIRSPACE (SUA). Documents SUA development and maintains record of daily activity scheduled.

7.1.3.2. PREPARES ANNUAL RESTRICTED AREA UTILIZATION REPORT, RCS: 412-DOT-AN, RCS: HAF-XOO(Q)8106 OR RCS: HAF-H(Q)8301. Collects, maintains, extracts, and compiles data for preparation of the annual restricted area utilization report; and prepares the report.

7.1.3.3. PREPARES SUA AND FLIP DOCUMENT. Prepares and submits necessary item or change.

7.1.3.4. MAINTAINS MTR (LOW LEVEL) USE LOG. Maintains data for the maintenance of MTR scheduled/actual use log.

7.1.3.5. PREPARES MTR (LOW LEVEL) REPORT.

7.2. PREPARES ENVIRONMENTAL ASSESSMENT. Prepares data for the development of environmental assessment/impact statement for airspace managed.

7.3. PREPARES AERONAUTICAL OBJECTION. Prepares written objection to proposed construction to an airspace proposal, or a proposed facility that infringes (or is believed to infringe) on the safe, orderly, and expeditious flow of air traffic.

7.4. ATTENDS LOCAL MEETING. Attends local meeting with FAA, local government agency, or general aviation organization

7.5. ATTENDS AIRSPACE RELATED MEETING OR CONFERENCE.. Represents the unit at conference, meeting, or workshop pertaining to airspace related matters.

7.6. CONDUCTS MID-AIR COLLISION AVOIDANCE (MACA) PROGRAM:

7.6.1. CONDUCTS MACA BRIEFING. Organizes and conducts briefing on MACA to civil aviation organization in the local area.

7.6.2. CONDUCTS MACA VISIT. Organizes and conducts MACA visit to civil aviation organization in the local area.

7.7. REVIEWS LETTER OF AGREEMENT (LOA). Reviews for currency LOA between USAF, other DOD agency, or FAA that pertain to SUA, and modifies and recommends change in LOA.

7.8. COORDINATES AIRSPACE USAGE:

7.8.1. COORDINATES EXERCISE AIRSPACE. Coordinates airspace for ORI or exercise with FAA, local government agency, or general aviation community.

7.8.2. COORDINATES AIRSPACE PROPOSAL. Coordinates airspace proposal or question with the Air Installation Compatible Use Zone working group.

7.9. PERFORMS AS MEMBER OF BASE AIR TRAFFIC CONTROL BOARD. Acts as a permanent member of the Base Air Traffic Control Board.

7.10. MANAGES BIRD/AIRSPACE STRIKE HAZARD PROGRAM. Monitors migratory trend throughout local flying area and alteration to flying activity.

7.11. PERFORMS AS MEMBER OF AIRCRAFT SURGE LAUNCH AND RECOVERY(ASLAR) TASK FORCE. Performs as member of ASLAR Task Force and completes associated duties.

7.12. COORDINATES REAL TIME AIRSPACE USAGE CONFLICT. Coordinates real time airspace usage problem with FAA, other military unit, government agency, or civilian aviation; and resolves conflict to ensure safe and efficient use of SUA.

7.13. INVESTIGATES ENCROACHMENT AND INCIDENT. Investigates encroachment, incident, and sonic boom complaint; and takes necessary action to resolve.

7.14. INVESTIGATES HAZARDOUS AIR TRAFFIC REPORTS (HATR). Investigates HATR to determine air traffic control adequacy, procedures relevance, and conflicts; and develops revision to procedure or routing to resolve conflict, enhance flight safety, and provide efficient airspace use.

7.15 COORDINATES AIRSPACE COMPLAINT. Coordinates in the investigation and resolution of sonic boom, low-level flight, and near mid-air collision. Researches flight schedules, contacts ATC agency (base or FAA), and other military agency to determine possible cause of complaint; and responds to initiating agency.

7.16. INVESTIGATES SUA VIOLATION. Investigates, analyzes, and documents alleged spillout of SUA, deviations from ATC flight clearance, and violation of FAA regulation; and completes report.

7.17. PERFORMS AIRSPACE EVALUATION. Performs actual flight evaluation of assigned airspace, stereo routing, and pattern to ensure adequacy for local mission requirement.

7.18. UPDATES LOCAL AREA MAP:

7.18.1. POSTS NEW MAP.

7.18.2. CHUMS MAP.

7.18.3. DOCUMENTS AERIAL SURVEY RESULTS.

7.19. PREPARES FOR UTA:

7.19.1. PREPARES UTA SCHEDULE/TRAINING MATERIAL.

7.19.2. SETS UP CLASSROOM.

7.19.3. COORDINATES AND SCHEDULES GUEST SPEAKER FOR TRAINING SESSION.

7.19.4. PERFORMS POST UTA PROCESSING.

7.20. ASSISTS IN DEVELOPING EXECUTION PLAN FOR ROUTINE EXERCISE/DEPLOYMENT:

7.20.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

7.20.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

7.20.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

7.21. ASSISTS OVERSEAS DEPLOYMENT/EXERCISE REPRESENTATIVE:

7.21.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

7.21.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

7.21.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

7.22. PROVIDES INPUT TO CONUS EXERCISE/DEPLOYMENT REPRESENTATIVE:

7.22.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to ORI/AFT exercise plan.

7.22.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

7.22.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meeting, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for Standard Indirect Description.

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